

AVIATION SUPPLIER OPERATIONS DIRECTORATE (DSCR-FA)

MISSION:

Acts as principal advisor and assistant to the Commander in directing the accomplishment of mission responsibilities to provide supply support of authorized activities in the areas of materiel management of assigned items and stock control; provides contracting and production support for all supplies and services assigned to the DSC for integrated material management; provides technical support of acquisition; provides quality assurance requirements and performs the full range (cradle to grave) of identified functions for assigned items. Develops and implements policies and objectives relating to mobilization readiness exercise planning. Manages and implements supplier relationships and coordinates the efforts of DLA, the military services, and other DOD elements. Conducts data analysis and requirements planning for contracting initiatives. Develops customer support strategies, which are implemented through appropriate vehicles, such as Corporate Contracts, Virtual Prime Vendors, Strategic Material Sourcing, and Strategic Supplier Alliances. Participates with other offices in the identification and implementation of acquisition and electronic commerce initiatives to improve customer services. Center focal point for procurement strategic planning. Directs activities of Integrated Supplier Teams in order to insure customer support in a cost effective manner in accordance with applicable laws and regulations.

FUNCTIONS:

1. Review forecasts of requirements and apply intensive management to selected items. Develop appropriate supply plan to meet demands.
2. Direct stock replenishment action.
3. In conjunction with the SMSG, identify potential candidate items for long-term contracting and family grouping. Discuss such groupings with industry customers, and within the team, developing an appropriate strategy to maximize customer support at the least cost
4. Conduct periodic reviews of supply management data to control and improve the supply position.
5. Participate in and/or initiate actions relating to cataloging, standardization, simplification, item management, classification, standard pricing, reduced price sales, and related programs.
6. Work with Resolution Specialist for processing RODs.
7. Recommend termination of existing procurement actions when warranted.
8. Solicit bids, proposals, and quotations.
9. Evaluate bids, proposals, and quotations and determine responsibility of prospective contractors.
10. Conduct negotiations on price, type of contract, and other contractual provisions.
11. Award contracts, exercise options, and place purchase and delivery orders.
12. Perform contract management actions as noted below and as otherwise provided in the DAR, FAR, and implementing guidance.
13. Issue contract modifications
14. Develop, establish, and maintain the Material Master, Document Management System, and Quality Module that identifies technical requirements for items to be procured.

15. Provide technical/engineering determinations on the adequacy of specifications, purchase descriptions, standards, drawings, and other documents containing technical requirements for contracting.
16. Develop/determine and tailor contract quality assurance provisions to meet the needs of each contract
17. Identify the population of DLA-managed items that are of strategic importance to DLA and its war fighter customers.
18. Perform all product, customer, and supplier analysis to develop recommended sourcing strategies for NSNs (includes all market research and analysis.)
19. Create PR for LTCs for NSNs that cross Supply Chains/ISTs (MSG LTCs)
20. Evaluate (manual) MSG LTC
21. Award MSG LTC
22. Monitor supplier performance against MSG LTC
23. Monitor performance against recommended sourcing strategies
24. Conducts Supplier Relationship Management (SRM). The SRM function plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors).
25. Identify and analyze gaps between materiel requirements and industry capacity to satisfy those requirements.
26. Resolve supply support discrepancies.
27. Budget, obtain, allocate, and monitor resources.
28. Identify, develop, and analyze KPIs.
29. Develops criteria and specifications and to provide support to contracting and quality activities pertaining to technical preservation, packing, and marking of all assigned commodities.
30. Incorporates surge option clauses into all contracts to ensure readiness.
31. Plans with Industry to ensure capability exists to meet contingency/readiness requirements.

ORIGINAL EQUIPMENT MANUFACTURER (OEM) DIVISION 1 (DSCR-FAB)
TEXTRON/BELL IST (DSCR-FABB)
BF GOODRICH/EATON IST (DSCR-FABC)
CANADIAN COMMERCIAL CORPORATION (CCC)/AIRCRAFT BRAKING SYSTEMS
(ABS) IST (DSCR-FABD)
SMITHS/MOOG/BRITISH AEROSPACE (BAE) IST (DSCR-FABE)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for IST contracts and Weapons Systems support contracting efforts for all assigned items. Provides management and guidance including all procurement support for IST Corporate Contracts and Weapon System support contracting efforts. Directs the acquisition and post award functions to solicit, negotiate, award, and administer contracts or orders to provide support and supplies for DOD customers.

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements DLA Headquarters strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates proposed corporate contracts for potential. Corporate contracts are contracts that include items managed by multiple Defense Logistics Agency (DLA) Inventory Control Points (ICPs). They include all sole source items provided by the targeted vendor. Market research includes determining the appropriate business entity with whom to contract, the commerciality of the items, etc.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.
5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
7. Solicits proposals, and quotations. Develops pricing methodologies with CEB and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determine responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Provides contractually for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.
14. Implements plan to add National Stock Numbers (NSNs) to the contracts by working priorities with KA, requesting proposals for new NSNs, determining the pricing fair and reasonable, negotiating supplemental agreements and issuing modifications.
15. Exercises options and issues other contract modifications.
16. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
17. Works with the Defense Contract Management (DCM) offices during contract administration.
18. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
19. Performs other contract management actions as provided in FAR and other implementing guidance.
20. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
21. As necessary, issues show cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.

22. Disseminates information regarding corporate contracts within DLA to all applicable parties.
23. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
24. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
25. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
26. Maintains liaison with customers and HQ DLA.
27. Initiates and processes to conclusion necessary warranty action as appropriate.
28. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

SIKORSKY IST (DSCR-FABA)

MISSION:

The Chief, Customer Support Division, reports to the Director, Customer Operations. The Division is responsible for customer-focused and weapons systems analysis and assessment; identification of overall trends in performance and support; modes of improvement; customer studies, profiles, analyses and surveys; common functions across cells including business analysis and financial customer service liaison; planning data maintainer functions which are common across cells and teams; support to DLA's involvement in Performance-Based Logistics; Agency implementation of the CRM Program, Virtual Contact Center management and execution, and general administrative support to the Aviation Customer Operations Directorate. Responsible for identifying, designing, and implementing methodologies for collection of information required to make customer support and weapon systems management decisions. Manages, implements, and conducts data collection processes. Compiles, analyzes, and communicates findings and their implications. Serves as CRM site manager. Serves as directorate champion for internal/enterprise Balanced Scorecard, Customer Quadrant. Strives to avoid mission degradation before it begins in order to ensure our continued and positive support to the warfighter. Interfaces with the customer and DLA activities to ensure support. The Customer Support Division includes the Customer Analysis Team, the Readiness and PBL Team, the CRM Team, and the Administration Team.

FUNCTIONS

1. Conducts customer-focused analysis on an ad hoc and systemic basis.
2. Accumulates customer trend and profile data from a variety of sources and analyzes it to prepare periodic reports and assess needed changes in support.
3. Measures and monitors performance metrics reflective of DLA's logistics support to the customer.
4. Accumulates weapons systems data and performs trend analyses to determine overall support levels and needed improvements.

5. Conducts customer studies and surveys to identify trends in customer requirements and improve customer satisfaction.
6. Compiles findings and conducts appropriate qualitative and quantitative analyses to reach conclusions regarding new supply techniques that would offer a positive impact on DLA customers.
7. Makes recommendations and champions implementation of recommendations to improve logistical support processes.
8. Prepares customer-focused briefings and reports and prepares for customer visits and special events.
9. Provides business analysis and financial services customer liaisons functions across multiple CRM Cells and support teams.
10. Provides support to planning functions across the DCO, including Planning Data Maintenance.
11. Provides comprehensive support to DLA's PBL program, monitoring opportunities to participate and overall directorate effectiveness in supporting PBLs. Networks with Customer Facing Divisions to consolidate/track PBL initiatives for the directorate. Participates in site focus groups/teams to deliver/negotiate plans with customers, participate in internal team actions to pursue PBLs, and brief status. Takes lead role to monitor PBL performance post-award, prepare, and deliver briefings on PBL metrics. Updates and monitors automated tools to track PBLs. Serves as directorate representative on J344/J4 Integrated Process Teams.
12. Implements all aspects of DLA's CRM Program for the directorate and monitors its effectiveness. Identifies, initiates, and champions enhancements, modifications, or corrections to BSM and CRM related technology and customer tracking software (for example, Magic and the Centrevu telephone monitoring system).
13. Serves as program manager for DLA's Virtual Contact Center and oversees DSCR VCC agents and their performance.
14. Studies and evaluates DLA One Book policies in applicable areas to determine DCO impact.
15. Analyzes all available customer data and develops a plan of action for improved support.
16. Works with supplier teams to develop Business Case Analyses for targeted potential customer markets. For markets identified, develops marketing plans, procures potential sales/marketing materials, and serves as PLFA Focal Point for customer contacts in leveraging potential sales opportunities. Performs analysis of sales trends, customer behavior, etc. for such products and services, and makes recommendations for future support. Networks customer support issues with appropriate CRM Cell.
17. Develops, implements, and manages web pages, web links, on-line catalogs and tools in support of customer-facing initiatives (for example, DLA Environmental Catalog). Networks requirements with enterprise IPT members to ensure "unified face to the customer" concept.
18. Serves as directorate Readiness Focal Point. Manages site Command and Control Center operations. Participates in Joint Quarterly Readiness Review (JQRR), overall readiness metrics assessment for the directorate, monitoring urgent situations affecting customer readiness.
19. Tracks external and internal action items across the directorate. Develops, implements, and monitors automated suspense tracking tool. Conducts follow-up with responsible action officer, consolidates input, and forwards to proper office within defined target dates.

20. Manages directorate base support contracts. Analyzes directorate support requirements and works with Financial Office to obtain funding. Working with Contracting Office, develops performance-based Statements of Work, selects best contracting vehicle to obtain, and executes selection of best-value offeror. Monitors contractor performance, addressing shortfalls, and taking action to correct as necessary.
21. Performs administrative support for the directorate. Responsible for budget formulation and execution; personnel requirements/actions; awards; training/Individual Development Plans (IDPs); travel; timekeeping; supplies; equipment; employee overhead requirements; productivity improvement studies; corporate morale and community/social event coordination; IMPAC credit card purchases; and various other aspects of administrative support.

ORIGINAL EQUIPMENT MANUFACTURER (OEM) DIVISION 2 (DSCR-FAA)
GENERAL ELECTRIC (GE) IST (DSCR-FAAA)
HONEYWELL IST (DSCR-FAAB)
PRATT & WHITNEY/ROLLS ROYCE IST (DSCR-FAAC)
SYNCHRONIZED SUPPLY CHAIN PERFORMANCE BASED LOGISTICS (PBL) IST
(DSCR-FAAD)
MISCELLANEOUS SSA(S) IST (DSCR-FAAE)
FUTURE SSA(S) IST (DSCR-FAAF)

MISSION:

Provides management and guidance including all procurement support for IST Corporate Contracts and Weapon System support contracting efforts. Directs the acquisition and post award functions to solicit, negotiate, award, and administer contracts or orders to provide support and supplies for DOD customers.

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements DLA Headquarters strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates proposed corporate contracts for potential. Corporate contracts are contracts that include items managed by multiple Defense Logistics Agency (DLA) Inventory Control Points (ICPs). They include all sole source items provided by the targeted vendor. Market research includes determining the appropriate business entity with whom to contract, the commerciality of the items, etc.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.
5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.

7. Solicits proposals, and quotations. Develops pricing methodologies with CEB and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determine responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Provides contractually for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.
14. Implements plan to add National Stock Numbers (NSNs) to the contracts by working priorities with KA, requesting proposals for new NSNs, determining the pricing fair and reasonable, negotiating supplemental agreements and issuing modifications.
15. Exercises options and issues other contract modifications.
16. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
17. Works with the Defense Contract Management (DCM) offices during contract administration.
18. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
19. Performs other contract management actions as provided in FAR and other implementing guidance.
20. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
21. As necessary, issues show cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.
22. Disseminates information regarding corporate contracts within DLA to all applicable parties.
23. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
24. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
25. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
26. Maintains liaison with customers and HQ DLA.
27. Initiates and processes to conclusion necessary warranty action as appropriate.
28. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

ORIGINAL EQUIPMENT MANUFACTURER (OEM) DIVISION 3 (DSCR-FAC)
BOEING IST (DSCR-FACA)
LOCKHEED MARTIN IST (DSCR-FACB)

PARKER HANNAFIN/NOTHROP GRUMMAN IST (DSCR-FACC)
HAMILTON SUNDSTRAND IST (DSCR-FACD)

MISSION:

Provides management and guidance including all procurement support for IST Corporate Contracts and Weapon System support contracting efforts. Directs the acquisition and post award functions to solicit, negotiate, award, and administer contracts or orders to provide support and supplies for DOD customers.

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements DLA Headquarters strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates proposed corporate contracts for potential. Corporate contracts are contracts that include items managed by multiple Defense Logistics Agency (DLA) Inventory Control Points (ICPs). They include all sole source items provided by the targeted vendor. Market research includes determining the appropriate business entity with whom to contract, the commerciality of the items, etc.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.
5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
7. Solicits proposals, and quotations. Develops pricing methodologies with CEB and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determine responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Provides contractually for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.
14. Implements plan to add National Stock Numbers (NSNs) to the contracts by working priorities with KA, requesting proposals for new NSNs, determining the pricing fair and reasonable, negotiating supplemental agreements and issuing modifications.
15. Exercises options and issues other contract modifications.
16. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.

17. Works with the Defense Contract Management (DCM) offices during contract administration.
18. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
19. Performs other contract management actions as provided in FAR and other implementing guidance.
20. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
21. As necessary, issues show cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.
22. Disseminates information regarding corporate contracts within DLA to all applicable parties.
23. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
24. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
25. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
26. Maintains liaison with customers and HQ DLA.
27. Initiates and processes to conclusion necessary warranty action as appropriate.
28. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

AVIATION & AIRFRAMES DIVISION 1 (DSCR-FAD)

AIRFRAMES I IST (DSCR-FADA)

AIRFRAMES II IST (DSCR-FADB)

AIRFRAMES III IST (DSCR-FADC)

AVIATION & AIRFRAMES DIVISION 2 (DSCR-FAE)

AIRFRAMES IV IST (DSCR-FAEA)

AIRFRAMES V IST (DSCR-FAEB)

AIRFRAMES VI IST (DSCR-FAEC)

AVIATION & AIRFRAMES DIVISION 3 (DSCR-FAF)

AIRFRAMES VIII IST (DSCR-FAFA)

AIRFRAMES IX IST (DSCR-FAFB)

AIRFRAMES X IST (DSCR-FAFC)

ENGINES & AIRFRAMES DIVISION (DSCR-FAH)

AIRFRAMES VII IST (DSCR-FAHA)

ENGINES I IST (DSCR-FAHB)

ENGINES II IST (DSCR-FAHC)

MISC. AVIATION ENGINES & AIRFRAMES IST (DSCR-FAHD)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for supply planning, pre-award and post-award contracting, and technical/quality assurance for all assigned items.

FUNCTIONS:

Supply Planning

1. Acquisition – pre-award
2. Acquisition – post award
3. Tech/Quality

CHEMICALS/RINGS/SHIMS/SPACERS DIVISION (DSCR-FAJ)

MISSION:

Provides operational control and support within the Aviation SC Commodities Division for over 84K assigned items which support customer needs for chemicals, petroleum, industrial compressed gases, cylinders, rings, shims, and spacer commodities.

FUNCTIONS:

1. Provides the overall planning, direction, and timely execution of administrative and technical matters relating to procurement planning, material management, technical/engineering support, quality assurance administration, contract administration, resource management and personnel management through several subordinate supervisors.
2. Participates in reviewing and analyzing operations, develops changes in organization, functional breakdowns, staffing patterns, immediate and long range plans, policies, procedures, office layouts, equipment, etc., to improve operations taking into consideration recommendations developed and submitted by subordinate supervisors.
3. Participates in the development, execution, review and analysis of formal programs, consistent with established plans and policies including change orders and revisions.
4. Participates in formal and informal briefings of management personnel on the status of the functional programs. Provides general guidance necessary to ensure DSCR's/DLA's logistics support, provided through automated information systems, is responsive to changing needs. Participates in staff meetings and special conferences to develop current and long-range plans affecting the Division's activities.
5. Performs requirements determination decision making to support mission requirements by utilizing historical and customer coordinated forecasted requirements.
6. Performs and maintains data file maintenance for data integrity.
7. Builds relationships by establishing communication with industry, customer bases and engineering support facilities.

8. Incorporates an integrated team approach to perform and excel in all areas of logistics support to provide for the best possible customer support.
9. Develops short and long term acquisition strategies (i.e. stock, direct vendor delivery, routine and urgent procurements, and long term contract arrangements).
10. Determines all actions related to performance of contracts, coordinates all logistics support, and establishes milestones and schedules for logistics efforts.
11. Determines when to terminate contracts for the convenience of the Government or default by the contractor.

CHEMICAL/PETROLEUM INDUSTRIAL GASSES IST (DSCR-FAJA)

FUNCTION: Provides integrated team support for over 6700 NSNs for chemicals, petroleum, cylinders, and industrial gases items.

BUSHINGS/RINGS/SHIMS/SPACERS I IST (DSCR-FAJB)

FUNCTION: Provides integrated team support for over 38,000 NSNs for bushings, rings, shims, and spacers items.

BUSHINGS/RINGS/SHIMS/SPACERS II IST (DSCR-FAJC)

FUNCTION: Provides integrated team support for over 39,000 NSNs for bushings, rings, shims, and spacers items.

ELECTRICAL COMPONENTS & CABLES DIVISION (DSCR-FAK)

MISSION:

Manages and conducts DSCR and DLA acquisition initiatives for electric power, distribution and communications cables, radio, television, navigation, video, sound and radar equipment, shipboard and aircraft alarms by utilizing Integrated Supplier Team focus. Implement DSCR and DLA strategic contracting initiatives involving long term contracts and corporate contracts.

FUNCTIONS:

1. Provides the overall planning, direction, and timely execution of administrative and technical matters relating to procurement planning, material management, technical/engineering support, quality assurance administration, contract administration, resource management and personnel management through several subordinate supervisors.
2. Participates in reviewing and analyzing operations, develops changes in organization, functional breakdowns, staffing patterns, immediate and long range plans, policies, procedures, office layouts, equipment, etc., to improve operations taking into consideration recommendations developed and submitted by subordinate supervisors.
3. Participates in the development, execution, review and analysis of formal programs, consistent with established plans and policies including change orders and revisions.

4. Participates in formal and informal briefings of management personnel on the status of the functional programs. Provides general guidance necessary to ensure DSCR's/DLA's logistics support, provided through automated information systems, is responsive to changing needs. Participates in staff meetings and special conferences to develop current and long-range plans affecting the Division's activities.
5. Performs requirements determination decision making to support mission requirements by utilizing historical and customer coordinated forecasted requirements.
6. Performs and maintains data file maintenance for data integrity.
7. Builds relationships by establishing communication with industry, customer bases and engineering support facilities.
8. Incorporates an integrated team approach to perform and excel in all areas of logistics support to provide for the best possible customer support.
9. Develops short and long term acquisition strategies (i.e. stock, direct vendor delivery, routine and urgent procurements, and long term contract arrangements).
10. Determines all actions related to performance of contracts, coordinates all logistics support, and establishes milestones and schedules for logistics efforts.
11. Determines when to terminate contracts for the convenience of the Government or default by the contractor.

ELECTRICAL COMPONENTS IST (DSCR-FAKA)

FUNCTION: Currently manage 44,793 NSNs in support of radio, television, navigation, video, sound and radar equipment, shipboard and aircraft alarms.

CABLES I IST (DSCR-FAKB)

FUNCTION: Currently manage 24,394 NSNs in support of distribution and communications cables

CABLES II IST (DSCR-FAKC)

FUNCTION: Currently manage 23,836 NSNs in support of distribution and communications cables

POWER IST (DSCR-FAKD)

FUNCTIONS: Currently manage 28,469 NSNs in support of electric power

MISC COMPONENTS IST (DSCR-FAKE) (This IST is not manned. Functions and items have not been determined as of yet)

INSTRUMENTATION & NON-NSN DIVISION (DSCR-FAL)

MISSION:

Provides operational control and support within the Aviation SC Commodities Division to accomplish responsibilities for material management, stock control, contracting and production, technical, and quality assurance for over 60,000 assigned items to fulfill customer requirements for instrumentation, miscellaneous hardware and electrical, chain and wire rope, and battery retaining fixtures and liners commodities.

FUNCTIONS:

1. Provides the overall planning, direction, and timely execution of administrative and technical matters relating to procurement planning, material management, technical/engineering support, quality assurance administration, contract administration, resource management and personnel management through several subordinate supervisors.
2. Participates in reviewing and analyzing operations, develops changes in organization, functional breakdowns, staffing patterns, immediate and long range plans, policies, procedures, office layouts, equipment, etc., to improve operations taking into consideration recommendations developed and submitted by subordinate supervisors.
3. Participates in the development, execution, review and analysis of formal programs, consistent with established plans and policies including change orders and revisions.
4. Participates in formal and informal briefings of management personnel on the status of the functional programs. Provides general guidance necessary to ensure DSCR's/DLA's logistics support, provided through automated information systems, is responsive to changing needs. Participates in staff meetings and special conferences to develop current and long-range plans affecting the Division's activities.
5. Performs requirements determination decision making to support mission requirements by utilizing historical and customer coordinated forecasted requirements.
6. Performs and maintains data file maintenance for data integrity.
7. Builds relationships by establishing communication with industry, customer bases and engineering support facilities.
8. Incorporates an integrated team approach to perform and excel in all areas of logistics support to provide for the best possible customer support.
9. Develops short and long term acquisition strategies (i.e. stock, direct vendor delivery, routine and urgent procurements, and long term contract arrangements).
10. Determines all actions related to performance of contracts, coordinates all logistics support, and establishes milestones and schedules for logistics efforts.
11. Determines when to terminate contracts for the convenience of the Government or default by the contractor.

INSTRUMENTATION I IST (DSCR-FALA)

FUNCTION: Provides integrated team support for over 10,000 items supporting instrumentation commodities.

INSTRUMENTATION II IST (DSCR-FALB)

FUNCTION: Provides integrated team support for over 11,000 items supporting instrumentation commodities.

SPECIAL PURCHASE/NEW ITEM IST (DSCR-FALC)

FUNCTION: Provides integrated team support for over 38,000 items supporting miscellaneous hardware and electrical, chain and wire rope, and battery retaining fixtures and liners commodities.

STRATEGIC MATERIAL SOURCING GROUP (SMSG) DIVISION (DSCR-FAG)

MISSION:

The mission of the DSCR Strategic Material Sourcing Group (SMSG) is to analyze and award long-term complex contracts that support the SMS program, the Aviation Supply Chain, the Performance Based Logistics Program, and the Aviation Kitting Program. The SMSG is responsible for Supplier Relationship Management for the complement of Aviation Suppliers at all tiers. The SMSG is responsible for the Industrial Base Analysis program, the evaluation of contractor capability and performance, and the implementation of “War Stopper” Industrial measures, the Long-term contract database, Business case analysis; and provide customized data queries and statistical reporting support for the DSCR mission. The primary goal of the mission is to enhance DLA and DSCR overall long-term support of our customers and their major Aviation weapon systems through a supply chain management logistics network that partners with all DSCR Directorates, DLA HQ, other DLA ICPs, the military services and commercial entities.

FUNCTIONS:

1. Develop Optimal Sourcing Strategies in Coordination with the SMSG Planning and Requirements Branch, the Strategic Relationship Managers, HQ DLA, other ICPs, and the ISTs
2. Provide contracting support for PBLs, Kits, and other unique engagements
3. Perform data analysis for all DSCR long-term contracting initiatives.
4. Responsible for the development of Statements of Objectives, Statements of Work, Business Case Analyses, Inventory Reduction Analyses, and other planning and analyses documents needed during the pre-award stage of long-term contracting.
5. Serve as the functional area expert for DSCR in areas relating to business case analysis and economic analysis of materiel management initiatives. Disseminate information to the DSCR acquisition community related to this business area.
6. Evaluates requirement for and controls the issue of Government Furnished Material (GFM) and Government Furnished Property (GFP) which are consumed in the manufacture of an item.
7. Serves as focal point and provides technical guidance on production matters.
8. Administers the Defense Production Act and its sub-elements, with particular emphasis on the Defense Priorities and Allocations Programs and Title III program
9. Establishes studies to develop recommended Industrial Preparedness Measures (IPMs) to shorten PLT, to increase production capability, and/or to maintain the production base.
10. Administers the Worldwide Web Industrial Capabilities Assessment Program (WICAP) for DLA.
11. Enterprise Lead of Overall Relationship with Supplier

12. Monitors Operational Performance and Provides Input for Corrective Actions (Balance Scorecard, SSA Metrics and etc.)
13. Develops Supplier Business Plan and Assists in Execution

CORPORATE CONTRACTS BRANCH (DSCR-FAGA)

MISSION:

Implements DSCR and DLA's strategic contracting initiatives involving corporate contracts for sole source NSNs with major aviation suppliers for all of these vendors' DLA managed parts. These corporate contracts establish the foundation for Strategic Supplier Alliances with these same vendors by establishing agreed upon pricing and contractual terms for future contracting actions. In addition, supports DSCR and DLA's socio-economic goals by providing contracting support for "market basket" initiatives in which NSNs are grouped by commodity or manufacturing process with a focus on various statutory preference programs

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements HQ DLA strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates proposed corporate contracts for potential. Corporate contracts are contracts that include items managed by multiple Defense Logistics Agency (DLA) Inventory Control Points (ICPs). They include all sole source items provided by the targeted vendor. Market research includes determining the appropriate business entity with whom to contract, the commerciality of the items, etc.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.
5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
7. Solicits proposals, and quotations. Develops pricing methodologies with Competition and Pricing Branch (CEB) and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determines responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Administers contracts for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.

14. Implements plans to add National Stock Numbers (NSNs) to the contracts by working priorities with KA, requesting proposals for new NSNs, determining the pricing fair and reasonable, negotiating supplemental agreements and issuing modifications.
15. Exercises options and issues other contract modifications.
16. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued for those that cross ICPs and/or Supply Chains, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
17. Works with Defense Contract Management (DCM) offices during contract administration.
18. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
19. Performs other contract management actions as provided in FAR and other implementing guidance.
20. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
21. As necessary, issues show-cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.
22. Disseminates information regarding corporate contracts within DLA to all applicable parties.
23. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
24. Conducts pre-proposal and post-award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
25. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
26. Maintains liaison with customers and HQ DLA.
27. Initiates and processes to conclusion necessary warranty action as appropriate.
28. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

CORPORATE CONTRACTS I (DSCR-FAGAA)

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements DLA Headquarters strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates proposed corporate contracts for potential. Corporate contracts are contracts that include items managed by multiple Defense Logistics Agency (DLA) Inventory Control Points (ICPs). They include all sole source items provided by the targeted vendor. Market research includes determining the appropriate business entity with whom to contract, the commerciality of the items, etc.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.

5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
7. Solicits proposals, and quotations. Develops pricing methodologies with CEB and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determines responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Administers contracts for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.
14. Implements plans to add National Stock Numbers (NSNs) to the contracts by working priorities with KA, requesting proposals for new NSNs, determining the pricing fair and reasonable, negotiating supplemental agreements and issuing modifications.
15. Exercises options and issues other contract modifications.
16. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
17. Works with the Defense Contract Management (DCM) offices during contract administration.
18. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
19. Performs other contract management actions as provided in FAR and other implementing guidance.
20. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
21. As necessary, issues show cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.
22. Disseminates information regarding corporate contracts within DLA to all applicable parties.
23. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
24. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
25. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
26. Maintains liaison with customers and HQ DLA.
27. Initiates and processes to conclusion necessary warranty action as appropriate.
28. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

CORPORATE CONTRACTS II (DSCR-FAGAB)

FUNCTIONS: Performs functions as stated in DSCR-FAGAA (Inactive)

SPECIAL PROJECTS BRANCH (DSCR-FAGC)

MISSION:

Manages and conducts DSCR and DLA special acquisition initiatives and special projects such as privatization efforts and weapons system platform based concepts. These include the prime vendor, Performance Based Logistics, and virtual prime vendor contracting programs. Serve as the Aviation Supply Chain's contracting Subject Matter Experts in unique engagement strategies. Provides specialized contracting support for efforts carried out by the Business Development Office.

FUNCTIONS:

1. Participates in up-front agency business and strategy sessions, planning and participating in business and industry seminars and conferences.
2. Implements HQ DLA strategic goals by including Direct Vendor Delivery, Production Lead-Time reductions and doing performance based contracting.
3. Conducts market research and evaluates acquisition approach for unique acquisition engagements.
4. Does acquisition planning and documentation, including formal Acquisition Plans and DLA pre-Acquisition Planning Executive Council documents and waiver requests.
5. Prepares Class Justifications and Authorizations for other than full and open competition.
6. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
7. Solicits proposals, and quotations. Develops pricing methodologies with Competition and Pricing Branch (CEB) and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
8. Evaluates proposals and determines responsibility of prospective contractors.
9. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
10. Obtains required contract approvals and clearances.
11. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
12. Administers contracts for progress, advance, and other financial arrangements to contracts.
13. Awards contracts.
14. Exercises options and issues other contract modifications.
15. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
16. Works with Defense Contract Management (DCM) offices during contract administration.

17. Uses the Enterprise Linked Logistics Information Source to evaluate contractors' performance and to implement changes in service fees as a result of their performance under the incentive plan.
18. Performs other contract management actions as provided in FAR and other implementing guidance.
19. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
20. As necessary, issues show-cause letters, cure notices, and terminations for convenience/default. Transitions NSNs from DVD to stock due to poor performance.
21. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
22. Conducts pre-proposal and post-award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
23. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
24. Maintains liaison with customers and HQ DLA.
25. Initiates and processes to conclusion necessary warranty action as appropriate.
26. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.

INDUSTRIAL PREPAREDNESS BRANCH (DSCR-FAGD)

MISSION:

Manages and conducts DSCR and DLA Industrial Base related programs and initiatives. Assist in the execution of acquisition strategies and processes to facilitate industries capacity to attain readiness and customer satisfaction goals. Programs include management and execution DLA's data collection plan, assisting in the development and execution of sourcing strategies, the evaluation of contractor capability and performance, and the implementation of "War Stopper" Industrial measures.

FUNCTIONS:

1. Evaluates requirement for and controls the issue of Government Furnished Material (GFM) and Government Furnished Property (GFP) which are consumed or required in the manufacture of an item.
2. Serves as pre-award survey monitor
3. Reviews requests for pre-award surveys for completeness, accuracy, and duplication prior to forwarding request to field contract administration office (CAO).
4. Analyzes and evaluates completed surveys; resolves discrepancies, omissions, and ambiguities with CAOs to determine contractor capability.
5. Arranges DSC participation in pre-award surveys.
6. Serves as focal point and provides technical guidance on production matters.

7. Monitors and progresses production of sensitive special interest and material readiness study items.
8. Administers the Defense Production Act and its sub-elements, with particular emphasis on the Defense Priorities and Allocations Programs and Title III program
9. Performs readiness and sustainability reviews for NSNs on long term contracts
10. Establishes studies to develop recommended Industrial Preparedness Measures (IPMs) to shorten PLT, to increase production capability, and/or to maintain the production base.
11. Performs liaison with industry and trade associations to obtain maximum cooperation in the industrial preparedness-planning program preparedness-planning program.
12. Administers the Worldwide Web Industrial Capabilities Assessment Program (WICAP) for DLA.

FUTURE PROJECTS BRANCH (DSCR-FAGF)

Specific Missions and Functions to be determined at a future date. The organization is a placeholder for new projects that tend to "sprout up" from time to time.

SOURCING STRATEGY BRANCH (DSCR-FAGB)

MISSION:

DSCR-FAGB is responsible for data analysis, requirements planning and project justification for long-term contracting initiatives for DSCR-FAG, including Corporate Contracts, Strategic Supplier Alliances, Strategic Material Sourcing initiatives, Performance Based Logistics initiatives and Tailored Support initiatives. DSCR-FAGB also has the Kitting Supplier Team at DSCR. Our mission includes providing Acquisition Management and Post-Award support to the Corporate Contracting Division, the Supplier Teams and Supplier Operations. The primary goal of this mission is to enhance DSCR's and DLA's overall long-term support of our customers and their major Aviation weapon systems through a supply chain management logistics network that partners with all DSCR Directorates, DLA HQ, other DLA ICPs, the military services and commercial entities.

FUNCTIONS:

1. Leads and assists in the requirements planning for all long-term contracting initiatives.
2. Performs data analysis for all DSCR long-term contracting initiatives.
3. Responsible for the development of Statements of Objectives, Business Case Analyses, Inventory Reduction Analyses, and other planning and analysis documents needed during the pre-award stage of long-term contracting.
4. Coordinates long-term contracting initiatives for DSCR, other DLA ICPs, and the military services.
5. Tracks and reports on the status of all DSCR long-term contracts.
6. Reviews and develops supply chain management guidance and policies.
7. Reports on the status of these initiatives on a recurring basis to center directors and Command.
8. Performs post-award performance tracking and reporting.
9. Long-term contracting and tailored support subject matter experts for customer facing.

10. Program Management responsibility for initiatives impacting DSCR.
11. Provide pre-award acquisition support.
12. Provide tailored kitting support to our aviation customers.
13. Provide strategy and data support for Performance Based Logistics initiatives.
14. Serve on DSCR and DLA IPTs and Focus Groups, both as Leads and members.

LONG TERM CONTRACTS (LTC) & PERFORMANCE BASED LOGISTICS (PBL) PLANNING SECTION (DSCR-FAGBA)

MISSION:

The mission of the LTC Planning Section is to coordinate and manage the analysis required for business decisions related to strategies for materiel management initiatives. These materiel management initiatives include corporate contracts, Strategic Supplier Alliance (SSA) initiatives, market baskets, strategic material sourcing contracts, and tailored support initiatives.

FUNCTIONS:

1. Coordinate with DORRA to perform business case analyses and economic analyses as needed. Ensure that the analyst understands the scenario and has the required information necessary to complete a thorough analysis.
2. Perform reviews of completed economic analyses in order to validate the results. Provide an explanation of the results to buyers and other interested parties who may not fully understand all the technical aspects of the analysis.
3. Review business case analyses to ensure that all feasible alternatives have been identified and analyzed and that the conclusion is supported by the facts in the document.
4. Ensure that DLA and DSCR policy is followed with respect to business case analyses and economic analyses.
5. Provide technical support to the DSCR acquisition community in briefing the results of analyses.
6. Provide recommendations for enhancements to the tools utilized in analyzing business decision alternatives as relate to materiel management initiatives.
7. Serve as the functional area expert for DSCR in areas relating to business case analysis and economic analysis of materiel management initiatives. Disseminate information to the DSCR acquisition community related to this business area.
8. COR for LTM Inc. contract to support FAG.

KITTING SECTION (DSCR-FAGBC)

MISSION:

To establish kitting solutions for DSCR's aviation customer, providing analysis and execution under an approved strategy to develop commercial and organic kit building providing logistical support through delivery of kits designed to customer specifications.

FUNCTIONS:

1. Consults with Customer Teams/WSSMs regarding customer kit requirements.
2. Accepts data and project requirements from Customer Teams/WSSMs.
3. Performs data analysis of NSNs comprising all Kits being established.
4. Determines resources required to implement kitting solution.
5. Collaborates with services, ICPs, DLIS, DDC, and DSCR subject-matter experts in development of kits.
6. Performs technical reviews, evaluations, catalogs NSNs, and codes DLA systems.
7. Determines Best Value Kitting Solution.
8. Perform supply management.
9. Technically review and approve kit configurations.
10. Initiate Procurements/Projects for all kits assigned to team.
11. Contract with commercial entities to build and deliver kits.
12. Develop projects with Defense Distribution Center (DDC) to build and deliver kits report status and kitting projects.
13. Develop policy and procedures for kitting within DSCR.
14. Coordinate with HQ DLA and other ICPs on kitting matters.

FUTURE PROJECTS SECTION (DSCR-FAGBD)

Specific Missions and Functions to be determined at a future date. The organization is a placeholder for new projects that tend to "sprout up" from time to time.

SUPPLIER RELATIONSHIP MANAGEMENT (SRM) BRANCH (DSCR-FAGE)

MISSION:

The SRM serves as the enterprise interface with suppliers, developing and executing an integrated strategy for improving their business relationships with DLA. The SRM plans, develops, and monitors supplier business and working relationships, key performance indicators, strategic alliances and collaborative partnerships of major corporate entities (original equipment manufacturers and other defense contractors). The SRM provides input and feedback for the work that the ISTs, SMSG's Special Acquisition Team, and others do that impact the DLA-supplier relationships including: supplier evaluation, working with key suppliers to maintain adequate readiness capacities, multiple pre- and post-award functions. The SRM is ultimately responsible for maximizing strategic relationships on behalf of DLA.

FUNCTIONS:

1. Enterprise Lead of Overall Relationship with Supplier
2. Develops Strategic Plan/Objectives & POAM
3. Interface with DLA, Other Centers, Military Services, & DCMA
4. Provides Feedback on Strategic Issues to Operational Divisions within Supplier Operations
5. Monitors Operational Performance and Provides Input for Corrective Actions (Balance Scorecard, SSA Metrics and etc.)

6. Develops Supplier Business Plan and Assists in Execution
7. Initiates Process Improvements
8. Researches Growth Opportunities
9. Interfaces with Customer Team and Supplier to Discern Expectations
10. Aligns Expectations to Ensure Readiness
11. Chairs/Participates in SSAs
12. Prepares Point Papers on Supplier
13. Participates in Forecasting Forums
14. Facilitates implementation of New DLA Policy with Suppliers
15. Facilitates Senior Level Meetings
16. Analyzes and Solves Problems related to Suppliers
17. Monitors Supplier Performance and Develops Corrective Plans

SUPPLIER SUPPORT DIVISION (DSCR-FAS)
PACE SECOND LOOK BRANCH I (DSCR-FASA)

MISSION :

Provides office support and accomplishes responsibilities for contracting planning and purchasing and contract administration for all items assigned to Procurement Automated Contract Evaluation (PACE) for legacy and BSM, Special Purchases (SPUR), Organic Manufacturing (Legacy only); performs the duties and monitors Fraud Waste and Abuse (FWA); implements full range of contracting programs in support of Small Business; maintains central file system for contract files; Performs centralized and specialized support services; provides operational control and support to accomplish stock control and accountability of assigned items; develops criteria and specifications and provides support to contracting and quality activities pertaining to technical preservation, packing, and marking of all DSCR commodities; acts as the center focal point for expediting emergency buys and critical requirements received from DOD and worldwide activities; acts as the Terminating Contracting Officer (TCO).

PACE – PROCUREMENT AUTOMATED CONTRACT EVALUATION

PACE is an automated system that solicits, evaluates, and awards items using Small Acquisition Procedures. Those PRs failing automated procurement, are dropped for 2nd Look and are evaluated and awarded by personnel in the PACE 2nd Look Branch.

FUNCTIONS:

1. Solicits quotations.
2. Determines method of contracting and appropriate contract clauses.
3. Evaluates proposals and determine responsibility of prospective contractors.
4. Obtains required contract approvals and clearances.

5. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.

ORGANIC MANUFACTURING FUNCTIONS (PUBLIC)

1. Does acquisition planning and documentation, including formal Acquisition Plans and waiver requests.
2. Prepares Class Justifications and Authorizations for other than full and open competition.
3. Determines method of contracting and appropriate contract clauses, tailors Statements of Work (SOWs), incentive plans, etc. Uses the alpha contracting method to accelerate the process.
4. Solicits proposals, and quotations. Develops pricing methodologies with CEB and the vendors, to include Forward Pricing Agreements and Memoranda of Understanding regarding pricing.
5. Evaluates proposals and determine responsibility of prospective contractors.
6. Conducts negotiations on SOW, price, type of contract, incentives and other contractual provisions.
7. Obtains required contract approvals and clearances.
8. Obtains and uses Business Case Analyses to document the practicality of the proposed approach and the reasonableness of the vendors' proposed service fees.
9. Provides contractually for progress, advance, and other financial arrangements to contracts.
10. Coordinates approval of Comprehensive or Master Subcontracting Plans with the small business office and DCM.
11. Maintains liaison with customers and HQ DLA.
12. Participates in conferences and seminars with higher echelon/professional/educational organizations, and with customers to enhance mission effectiveness.
13. Receives, processes, and files all completed contractual documents and related correspondence, maintains all contract folders, contractor suspense, and processes contract files for retirement.
14. Awards contracts
15. As necessary, issues show cause letters, cure notices, and terminations for convenience/default.
16. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
17. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
18. Resolves discrepancies resulting from distribution activity reports.
19. Investigates, resolves, and takes corrective action in response to customer/depot complaints which report product quality deficiencies through the customer/depot complaint focal point.
20. Validates post-award rejects, shipments receipts, and expenditure violations.
21. Reviews modifications and post-award actions and prepares SAMMS subsystem post-award input, and resolves exceptions thereto.
22. Inspects and distributes DD Forms 350, Individual Procurement Reports, and performs DD 350 input to the DLA Database.
23. Issues contract modifications.

24. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
25. Works with the Defense Contract Management (DCM) offices during contract administration.
26. Performs other contract management actions as provided in FAR and other implementing guidance.

SPUR – SPECIAL PURCHASES FUNCTIONS

1. FASA awards and manages items identified by Part Numbers only.
2. As necessary, issues show cause letters, cure notices, and terminations for convenience/default.
3. Obtains contract performance data, monitors, processes, and expedites contracts, delivery and purchase orders, develops contract status information.
4. Conducts pre-proposal and post award conferences with contractors and DCM to discuss details of impending acquisitions or performance.
5. Resolves discrepancies resulting from distribution activity reports.
6. Investigates, resolves, and takes corrective action in response to customer/depot complaints which report product quality deficiencies through the customer/depot complaint focal point.
7. Validates post-award rejects, shipments receipts, and expenditure violations.
8. Reviews modifications and post-award actions and prepares SAMMS subsystem post-award input, and resolves exceptions thereto.
9. Inspects and distributes DD Forms 350, Individual Procurement Reports, and performs DD 350 input to the DLA Database.
10. Issues contract modifications.
11. Assumes Principal Contracting Officers (PCO) functions immediately after awards have been issued, and responds as PCO to all inquiries from industry, HQ DLA, CAS elements, and customers.
12. Works with the Defense Contract Management (DCM) offices during contract administration.
13. Performs other contract management actions as provided in FAR and other implementing guidance

TECHNICAL/QUALITY FUNCTIONS:

1. Evaluates inspection and test results for compliance with specified requirement and recommends approval/disapproval.
2. Assists in the development of Technical Requirements Packages (TRPs) to prescribe the scope of work and technical requirements for the repair, rebuild, retrofit, remanufacture, and new acquisition of metalworking machinery to support DOD and non-DOD activities and customers "in-use" requirements and new procurement.
3. Develops criteria and specifications and provides support to contracting and quality activities pertaining to technical preservation, packing and marking of all DSCR commodities.
4. Reviews and provides recommendations on requests for waivers or deviations to technical packaging requirements.

5. Makes determinations and recommendations for corrective actions on reports of packaging discrepancies.

FRAUD, WASTE AND ABUSE FUNCTIONS:

1. Investigates issues involving substitute, counterfeit, and substandard parts.
2. Compiles the Special Attention List (SAL) and Defense Contractor Review List (DCRL).

PACE SECOND LOOK BRANCH II (DSCR-FASF) (Not an active branch in FAS)

RESOLUTION SPECIALIST BRANCH I (DSCR-FASB)

FUNCTIONS:

1. Administers the Inventory Accountability Program and procedures.
2. Provides operational control and support to the Commander to accomplish responsibilities for stock control and accountability of assigned items.
3. Responsible for the research, validation, analysis, and resolution of inventory and receipt discrepancies, and analyzing and tracking the status of Non-Ready-for Issue (NRFI) material.
4. Administers the Quantitative Location Reconciliation (QLR) program.
5. Audits inventory/receipt transactions and documentation to ensure validity of the National Inventory Record (NIR), performs trend analysis and prepares statistical reports as required.
6. Provides assistance in resolving major inventory imbalances between the ICP and the storage activity when unique problems arise, and ensures that storage activities comply with the ICP's disposition instructions within established timelines.
7. Provides technical advice, assistance and resolution of problems associated with logistical reassignments, systems interface, shelf life tracking, misdirected shipments, and customer returns.
8. Performs quality checks for work elements specified in DLAM 4140.2, Vol. II, Chapter 10.
9. Prepares and presents training related to the office.

RESOLUTION SPECIALIST BRANCH II (DSCR-FASG) (Not an active branch in FAS)

PACKAGING BRANCH (DSCR-FASC)

FUNCTIONS:

1. Develops criteria and specifications and provides support to contracting and quality activities pertaining to technical preservation, packing and marking of all DSCR commodities.
2. Exercises technical control over Section 5 of Commodity Specifications including recommendations for CIDs, ASTMs and all other documents referencing packaging requirements.

3. Assists the Quality element by participating in pre-award/post award surveys for technical packaging support.
4. Reviews and provides recommendations on requests for waivers or deviations to technical packaging requirements.
5. Determines the necessity for and development of Special Packaging Instructions (SPIs).
6. Makes determinations and recommendations for corrective actions on reports of packaging discrepancies.
7. Interfaces with DSCR contracting and quality activities as well as other areas of DSCR, the Military Services, DLA depots, and private industry concerning the packaging and transportation of Hazardous Materiel.
8. Assures that DSCR has an on-going Packaging Intern Program for the recruitment and development of packaging specialists for all DSCR commodities.
9. Provides packaging training for DSCR Interns, Contract Specialists, Product Specialists, contractors and customers as required.
10. Effectively implements the provisions of the current revision of "The DLA Packaging Program", DLAD 4145.12.

FINANCIAL BRANCH (DSCR-FASD) (Not an active branch in FAS)

MANAGEMENT SUPPORT BRANCH (DSCR-FASE)

FUNCTIONS:

1. Maintains, stores, and controls active and inactive award files.
2. Controls withdrawal and refiling of award files.
3. Furnishes extra copies of awards as requested.
4. Receives, codes, and distributes all mail received in the division.
5. Prepares Contract Locator Card on all award files prior to retirement.
6. Processes all closed award files to Records Holding Area.
7. Performs all other functions of Records Coordinator for contracting files.
8. Scan award documents into the ECF.

EMERGENCY CONTRACTING SUPPORT BRANCH (DSCR-FASH)

MISSION:

Acts as the center focal point for expediting emergency buys and critical requirements received from DOD and worldwide activities.

FUNCTIONS:

1. Takes action to satisfy Priority 01 and 02-03 N/999/E/555 and JCS Project Coded Customer Direct buys.
2. Takes actions to expedite delivery of existing DLA Direct/Customer Direct contracts.

3. Takes actions on existing DLA Direct buy contracts to divert shipment to customers vice shipping to the storage depot.
4. Responds to all Customer Account Specialist request for status for Priority 01 and 02-03 N/999/E/555 plus any Priority 01-03 JCS Project Coded requirements.

INDUSTRIAL PLANT EQUIPMENT (IPE) SERVICES DIVISION (DSCR-FAP)

MISSION:

Acts as principal advisor and assistant to the Commander in the accomplishment of responsibilities for: inspection/testing, calibration, repair/rebuild, and retrofit of Metalworking Machine Tools (MMT). Provides world-wide field services for MMT maintenance, condition assessment, and shop relocation.

FUNCTIONS:

1. Controls funding and maintains records for the office.
2. Administers the Internal Control Program.
3. Administers the office portion of the MMT Business Plan.
4. Coordinates minor construction, repair, and MILCON programs.
5. Serves as DCPS monitor and processes necessary inputs.
6. Coordinates office requirements for all operating equipment.
7. Assists in the implementation of the Intra/Interservice Support Agreements (ISSAs).
8. Participates in management engineering studies.
9. Develops proposed additions, deletions, and changes to operating procedures.
10. Administers the safety, occupational health, and environmental programs for the office.
11. Prepares and coordinates assigned portion of the DSCR Field Activity Basic Emergency Plan (FABEP), special plans, and exercises.
12. Coordinates and participates, as the office focal point, in the development of procedures for implementing applicable DOD, DLA, and DSCR policies, procedures, plans, and programs regarding quality assurance for maintenance applications.
13. Implements applicable DOD, DLA, and DSCR policies, procedures, plans, and programs regarding quality assurance.
14. Provides staff assistance in the detection and resolution of operational quality assurance problems within the office.
15. Performs Quality Systems Management Visits to evaluate the adequacy of technical requirements, product conformance, and packaging requirements. Provides technical guidance, resolves quality problems, and performs other related contract maintenance functions.
16. Investigates, resolves, and takes corrective action in response to customer/depot complaints which report product quality deficiencies through the customer/depot complaint focal point.
17. Evaluates inspection and test results for compliance with specified requirement and recommends approval/disapproval.
18. Provides verification/certification of all test, measuring, and diagnostic equipment and technical guidance and support to the office on calibration and metrology matters.

19. Assists operational managers in identifying root causes for deficient quality trends, and development of processes and techniques for improvement.
20. Assures proper utilization of quality resources, equipment, and facilities.
21. Initiates surveillance reports and records/maintains quality data and charts.
22. Performs as a member of the Joint Planning and Estimating Team.

CUSTOMER RELATIONSHIP MANAGEMENT BRANCH (DSCR-FAPA)

FUNCTIONS:

1. Administers and manages a program to provide product services to customers.
2. Maintains close liaison with Mechanicsburg on workload scheduled in order to furnish guidance and assistance.
3. Identifies and requests necessary support from other functional areas in processing of maintenance workloads.
4. Responds to requests for assistance from Mechanicsburg.
5. Coordinates customer performance work statements setting forth the work that must be accomplished as a basis for bids incorporation in purchase requests for cross-servicing agreements, or to obtain a basis for bids and incorporation in purchase requests for cross-servicing agreements, or to obtain commercial activities maintenance services for metalworking machinery.
6. Coordinates funding availability with DSCR-RP for project managed workloads and individual job orders.
7. Serves as liaison between DSCR and customers on equipment requirements for special programs/projects.
8. Assists in the development of Technical Requirements Packages (TRPs) to prescribe the scope of work and technical requirements for the repair, rebuild, retrofit, remanufacture, and new acquisition of metalworking machinery to support DOD and non-DOD activities and customers "in-use" requirements and new procurement.
9. Visits DOD customers in the area of field service visits and provides information and assistance in utilizing DSCR metalworking machinery sources.
10. Provides job progress and financial status to customers. Helps customers keep track of funds and encourages reinvestment with DSCR of reimbursable funds which would otherwise lapse or be returned to the customer.
11. Responds to customer inquiries on all phases of the DSCR metalworking program and initiates action or channels customers to the correct forum, as appropriate.
12. Serves as the responsible DSCR action officer for special projects such as the "SURFPAC Team" or North Island Depot Maintenance Facility.
13. Assists customers in developing multi-year metalworking machinery programs by providing cost and schedule estimates and technical information on current and proposed machines/projects.
14. Serves as customer advocate to resolve problems, negotiate changes, and handle emergent or special service request.
15. Initiates action to provide on-site service based on customer requests. Coordinates customer requirements with workload scheduler and Mechanicsburg to provide personnel for site visit.

16. Briefs field service team leader on specific trip requirements, points of contact, past metalworking machinery activity and ongoing projects, and other details needed to execute site visit tasking.
17. Assists team leader during the visit with urgent repair parts support, additional personnel, modification or extension of visit dates, and resolution of scope of work on conflicting customer requirement issues. Coordinates with team leader and customers to satisfy other emergent requirements in same geographic.
18. Receives inventory, assessment and repair/replacement recommendations from field service team leader. Analyzes findings and determines additional customer needs. Coordinates estimates for repair/parts and rebuild with cognizant DSCR offices. Prepares smooth customer reports and proposals for additional services.
19. Identifies need for follow-up field service trips to same customer. Coordinates resources needed, and initiates action with workload scheduler, customer, Mechanicsburg, and field service team leader to execute follow-up trips.
20. Administers the distribution, redistribution, and management of MMT equipment for DOD, NASA, DoE, and other non-government agencies.
21. Performs functions as stated in paragraph 3110 for Federal Supply Groups 32, 34 Consumables, and 36 (except FSC 3655).

SUPPLIER RELATIONSHIP MANAGEMENT BRANCH (DSCR-FAPB)

PROCUREMENT SECTION (DSCR-FAPBA)

TECHNICAL SECTION (DSCR-FAPBB)

QUALITY SECTION (DSCR-FAPBC)

PRODUCTION CONTROL SECTION (DSCR-FAPBD)

FUNCTIONS:

1. Provides central visibility and controls over the development and implementation of metalworking machinery maintenance plans, concepts, systems, policies, and procedures.
2. Provides for the continuing evaluation of the metalworking machinery maintenance mission to assure maximum efficiency, effectiveness, and economy for overall progress against assigned workloads.
3. Develops workload program and schedules based on metalworking machinery maintenance requirements for the reparable inventory, military services, and other government agencies.
4. Schedules and controls approved programmed workloads for Mechanicsburg or on commercial contract based on priority and resources capabilities and capacities.
5. Tracks, analyzes, and evaluates scheduled workload, work-in-process, and backlogs until completion in order to recognize trouble spots.
6. Maintains close liaison with Mechanicsburg workload scheduled in order to furnish guidance and assistance.
7. Reviews and approves maintenance expenditures for individual items of metalworking machinery, ensuring cost estimates are within approved funding limitations and that expenditures are fully justifiable, in compliance with instructions and directives.

8. Acts as the central control point for all liaison and monitoring individual items and overall maintenance work scheduled and accomplished against projected completion dates.
9. Develops and implements maintenance program standards.
10. Determines allocation of programmed maintenance workloads for Mechanicsburg, and participates in development of resourcing for staffing and/or funding to meet requirements.
11. Schedules and monitors all the TDY trips involving field support by branch and Mechanicsburg personnel.
12. Develops, maintains, and publishes general operating criteria to be utilized in selecting facilities for accomplishment of programmed workloads.
13. Maintains government/industry-wide cognizance of maintenance programs; makes industry visits and prepares feasibility studies to improve performance.
14. Maintains the Maintenance Request portion of the Maintenance and Storage Control of Industrial Plant Equipment (MASCIPE) System, and receives and distributes reports of maintenance delays, changes, or completions.
15. Coordinates maintenance program requirements with the appropriate budget office to identify and justify fund requirements for Mechanicsburg.
16. Serves as team leader in performing semiannual Staff Assistance Visits (SAVs) of Mechanicsburg to assure compliance with established methods and procedures, controls, and standards in the overall maintenance operations, and initiates directed actions to resolve deficiencies. Reviews follow-up actions resulting from SAVs.
17. Conducts review and analysis; develops statistics, charts, and management information for internal operations to determine efficiency and maintenance systems performance.
18. Serves as contact point for development of intra-directorate maintenance policies, systems, and programs and implements applicable DOD, DLA, DSCR, and intra-office policies, systems, and programs.
19. Performs functions related to purchase and administration of industrial plant equipment and reparable items.
20. Maintains central inventory records.

MECHANICSBURG BRANCH (DSCR-FAPC)

FUNCTIONS:

1. Furnishes technical data support and assistance to all office operations, as required.
2. Prepares an index record of all technical data.
3. Develops maintenance estimates, as required.
4. Approves maintenance cost and processing time increases.
5. Receives, monitors, and controls all work requests and assures that time schedules and priorities are met, and advises appropriate office of revisions to schedules.
6. Establishes schedules for completion of all work requests.
7. Issues job orders to all operating elements for items being processed.
8. Prepares operational reports and special studies.
9. Evaluates production and operations, and recommends improvements.
10. Participates in development and implementation of long-range business operating plans.
11. Coordinates requirements for support of all planned programs and initiates logistic actions.

12. Determines parts, materials, and supplies required for mission support.
13. Performs as a member of the Joint Planning and Estimating Team.
14. Repairs, rebuilds, retrofits, inspects, tests, and preserves MMT in accordance with technical maintenance standards, priorities, and schedules.
15. Accomplishes cannibalization and replacement to items in storage, as authorized.
16. Assures proper and effective use of shop space, tools, material, and equipment.
17. Performs as a member of the Joint Planning and Estimating Team.
18. Provides input to the Production Control Branch in development of estimates for labor and material requirements. Provides status for work in process.
19. Accomplishes decontamination of MMT contaminated with Polychlorinated Biphenyl (PCB).
20. Accomplishes condition assessment, repair, rebuild, and retrofit of MMT on site at customers' facilities.
21. Provides crating, packaging, and blocking and bracing.
22. Coordinates TDY.
23. Performs cleaning, degreasing, stripping, preparation, and painting of machines and components in support of mission requirements.
24. Operates tool crib; maintains a minimum stock of common hardware, bench stock, parts, tools, equipment, and operating materials.
25. Performs all operations in the high-pressure hot-water-wash booth, the plastic-shot blast booth, and the spray paint booth.
26. Maintains the spare parts area.
27. Performs preventive maintenance and all repairs of organizationally-owned equipment.
28. Performs all preservation requirements on completed machines.
29. Prepares new equipment records for all items completed from maintenance.
30. Responsible for maintenance of current and correct information in the Equipment Management and Control System (EMACS).
31. Accomplishes all electrical disassembly, repair, rebuild, retrofitting, testing, assembling, and preservation.
32. Performs electronic troubleshooting, programming, systems design and operation.
33. Performs as a member of the Joint Planning and Estimating Team.
34. Designs, fabricates, modifies, manufactures, and repairs parts in support of mission requirements.
35. Requests, receives, and installs repair parts required to support the mission of the branch.
36. Provides technical assistance on possible design changes and operational upgrading of shop equipment.
37. Performs operational and load testing as required on MMT completed through maintenance.
38. Provides crane and rigging support for all MMT maintenance programs.
39. Provides crane and rigging support as required by ISSAs.

MAPPING DIVISION (DSCR-FAN)

MISSION:

Provides operational control and support to the director to accomplish responsibilities for materiel management, stock control, contracting and production, technical, and quality assurance for all assigned National Imagery and Mapping Agency (NIMA) items, to include controlled distribution of all MC&G products, charts, publications, and related products in the NIMA inventory.

FUNCTIONS:

1. Responsible for assuring that all requests for information and products can be filled and that product information is available for customers via on-line and hard copy catalogs.
2. Provides a single office for customer contact and processing of requests for hard-copy data at any security level required.
3. Assist in the development and maintenance of the planning and operations systems for the purpose of ensuring Combat Support Elements and depot capability to support all U.S. commands, operational requirements, and their wartime as well as peacetime mission, to include the following:
 - a. Plans in support of the U.S. Command Operation Plans (OPLANS).
 - b. Other plans and scheduled/unscheduled exercises, as may be required.

CUSTOMER ACCOUNT BRANCH (DSCR-FANB)

FUNCTIONS:

1. Administers and maintains the DLA Form 1832 and the Customer Account database.
2. Coordinates with NGA to determine releasability/security validation and resolution for release of geospatial products.
3. Serves a single point of contact for users of geospatial products and services.
4. Provides telephonic information concerning availability of geospatial products provided by NGA.
5. Provides assistance to customers on technical problems and coordinates the recommended action(s) with the NGA Interface Office.
6. Identifies errors in requisitions from the system and provides training to customers on required data elements, correct formatting, processing, validation, submission, and transmittal of requisitions.
7. Conducts informal in-house requisition training to DOD account holders, upon request.
8. Accepts, processes, and coordinates crisis requirements for DSCR-managed hard copy geospatial intelligence products.
9. Researches and provides response to users on status of requisitions.
10. Maintains files concerning products available from NGA. Develops and maintains a database of customer inquiries, complaints, comments, and emergency requests.
11. Processes crisis and routine requests for hard copy geospatial intelligence products which do not entail subscriptions or sales, to include, but not limited to, DOD activities, non-DOD government activities, foreign exchange customers, and other customers not required to provide reimbursement to the government.

12. Maintains and updates the Customer Profile Database File.
13. Receives, reviews, and when appropriate, processes all crisis and routine orders/requisitions for geospatial products in the center inventory. Processes validated requests for special hard copy geospatial intelligence products that are not in the inventory. Implements NGA policies and procedures for the non-reimbursement of geospatial products.
14. Coordinates with other activities, as required, to verify product identification, priority specified for delivery and/or requirements information which may need clarification or review to adequately support customers and ensure the maintenance of proper controls on distribution of products.
15. Routes requests for non-stocked hard copy products to the appropriate NGA office for action.
16. In coordination with NGA ISDII, determines releasability/security validation and resolution.
17. Processes initial issue requirements and forwards subscription account requirements to the appropriate inventory manager; receives off-line requisitions for allowances list; establishes and maintains subscription processing and maintains exchange agreements.
18. Assists customers with defining new/revised allowance requirements definition.
19. Ensures the currency of the customer profile and ensures the releasability of NGA products for foreign military sales.
20. Validates customer automatic distribution requirements.
21. Performs special studies that measure the efficiency and effectiveness of the program.
22. Maintains reference and historical records of customer geospatial intelligence product distribution requests.
23. Processes congressional requests for NGA products forwarded from NGA ISROA in accordance with established procedures.

INVENTORY MANAGEMENT BRANCH (DSCR-FANA)

AERO SECTION (DSCR-FANAA)

HYDRO SECTION (DSCR-FANAH)

TOPO SECTION (DSCR-FANAT)

FUNCTIONS:

1. Reviews, approves, and computes stockage levels for DLA managed/NGA produced geospatial products. Develops forecasts of requirements and applies intensive management to all geospatial products.
2. Directs stock replenishment action. Performs inventory management functions to assure that optimum levels of geospatial intelligence products are stocked for support of DOD operations, training, mobilization and contingency plans; civilian requirements for geospatial intelligence products are also satisfied; and stock holdings are correctly identified and utilized.
3. Executes the War Reserve Program for assigned items, including review and validation of military service item selection and requirements submission; maintains updated item management data; analyzes War Reserve acquisition objectives; and controls War Reserve assets.

4. Coordinates with NGA on the requirements and holdings for major commands. Assists offices responsible for reviewing and analyzing war reserve stockage requirements and establishing mechanisms for updating data files and tracking performance. Maintains the War Reserve Stock requirements and availability data base.
5. Directs and controls distribution/redistribution actions to assure that optimum stock levels are maintained at all locations.
6. Authorizes procurement actions for geospatial products.
7. Coordinates unusual storage matters with distribution activities.
8. Issues disposition instructions for outdated, returned and excess materiel.
9. Conducts periodic reviews of supply management data to control and improve the supply position.
10. Executes limited aspects of Foreign Military Sales (FMS) Program by directing release of geospatial products to the FMS Program. Facilitates control and release of foreign geospatial products with NGA's Office of International Policy.
11. Validates and directs, as appropriate, supply action on requisitions received from non-DOD activities which do not pass DADMS automated edits and are rejected by the computer.
12. Recommends termination of existing NGA procurement actions as required.
13. Performs inventory accounting functions related to assigned items.
14. Resolves computer-rejected transactions.
15. Resolves discrepancies resulting from distribution activity reports.
16. Investigates and resolves inventory discrepancies.
17. Maintains inventory and accounting records for materiel on processes related to supply documentation.
18. Generates MROs for shipments of items, returns to vendor, and project orders.
19. Processes Materiel Return Program inquiries and Supply Discrepancy Reports.
20. Maintains the Depot/Balance Transaction Discrepancy System for imbalances between center and depot records.
21. Participates in and/or initiates actions relating to item management, classification, and related special programs to include NEOPACK, Fleet Allowances, Digital Point Position Database (DPPD) program, Foreign Exchange (FX) Program, Marine Expeditionary Unit Package (MEUPACK) Program, Secure Reserve Force (SRF) Program, Flight Information Publications (FLIPs), Notice to Mariner (NTM) Program and the DLA Electronic Catalog.
22. Maintains the geospatial intelligence product subscription database and the non-FLIP and NTM subscription databases.

WEAPON SYSTEM SUPPORT BRANCH (DSCR-FANC) (Not an active branch in FAN)

RESOURCE SUPPORT STAFF (DSCR-FAU)

MISSION : Serves as advisor to Supplier Operations on accomplishment of responsibilities for the implementation of policies and objectives relating to financial management and the management of plans, including programming and resourcing operations; administration of resources; directorate review and evaluation; training and development, organizational control, mission and functions, and position management. Responsible for providing consolidated staff

support to elements within the directorate. Functions include review and analysis; budget and resource management; personnel management support; security clearances, .and training and development programs.

FUNCTIONS:

1. Coordinates and assists in reviews and analyses of operations and cost and performance data; compiles statistics, charts, and management information thereon. Advises on use of statistical techniques for development of management controls and management evaluation of operations.
2. Monitors and coordinates the development of the operating programs/budgets to support resource requirements, and prepares final input. Processes awards, travel and training documents, and monitors budget to include both labor and non labor categories.
3. Coordinates participation in organization and position management.
4. Obtains, consolidates, and maintains records of mandatory training requirements for all personnel. Develops and administers directorate/office training plans.
5. Coordinates and processes all personnel actions and security clearances.
6. Coordinates resolution of timekeeping problems.
7. Administers resource management programs to include: Management Controls, Telework, Fair Act Inventory.
8. Coordinates evaluation/implementation of suggestion program.

